**Information regarding the registration of MA theses**

*Before registration, contact Ms. Kogler: melanie.kogler@uni-duis.de*

1. **Prerequisites**

   In order to be able to register your MA thesis, you need to fulfill certain requirements. The exact requirements are detailed in the examination regulations of your MA program. When you have fulfilled all requirements, an account labelled „Voraussetzung zur Anmeldung der Masterarbeit sind erfüllt“ (Requirements for registering the MA thesis are fulfilled) is automatically created in your student account and shows up in your transcript of records/performance record.

2. **Registration**

   - Print out your ToR/performance record showing all registered examinations (prerequisites need to be fulfilled) and take it to your first examiner/supervisor.
   - The first examiner fills out a form for registering the MA thesis (Formular zur Anmeldung der Abschlussarbeit) electronically. He/she needs to know if you have a suggestion for who your second examiner should be – otherwise the first examiner will name the second examiner and fill in the name accordingly in the registration form.
   - Then your first examiner sends the complete form to the person in charge (for MA CEAS/MEAS: Ms. Van de Loo) at the examination office by email with the second examiner in cc.
   - The examiner also prints out this form twice, so you can both sign it. One copy is for you, the other one remains with your supervisor.
   - The examination office calculates the final deadline for submitting your thesis and notifies you by email to your student email account.

3. **Duration of writing period**

   The official writing period starts with the date of the topic allocation (Your supervisor fills in this date on the registration form). The duration of the writing period for your MA program is detailed in the examination regulations (currently 22 weeks for CEAS and MEAS).

As of January 2020
4. Form of the thesis

You are required to hand in three printed and bound copies (including the Declaration of Originality) and one digital copy (on CD or USB stick) to the examination office. Formal requirements for the thesis (cover page, layout etc.) are decided by the Chair. Do not submit your thesis directly to your examiner!

5. Submission

You can submit your thesis in person to our central receiving office for final theses. It is located in room **SG 032** and open during the following office hours:

- Monday to Friday: 09.00 to 12.00 and 13.00 to 15.00

If you are unable to submit your thesis during office hours, you still can hand it in using the night-time mailbox at the LG building. The submission of your thesis is possible until 23:59 at the date of your writing deadline at the latest.

If you use the night-time mailbox, please submit your thesis using three separate envelopes and address them to the central receiving office for final theses in SG 032 (see address below).

Attention: Since the 18th of November 2019, the night-time mailbox has been moved. It is still at the LG building but it has been moved closer to the mail department. You can find the old and the new location in the following graphic.
If you want to send your thesis to the examination office by post, please use this address:

Universität Duisburg-Essen
Bereich Prüfungswesen
Geibelstr. 41
Annahmestelle für Abschlussarbeiten
SG 032
47057 Duisburg

6. External examiners

If you are writing your thesis in cooperation with a company or external institution, the second examiner can be named by that company/institution. However, this person is required to have an appropriate degree (at least doctorate). Also, the IN-EAST examination board has to give its approval beforehand.

7. Extension of writing period

If you need to extend the duration of your writing period, you can apply for an extension if you have a sound reason. Please fill in the application and send it to the examination office (Ms. van de Loo). Please make sure to keep the relevant deadline for submitting the application for extension (at least one week before the original writing deadline).

For applying use the relevant form from the examination office homepage (Antrag auf Verlängerung der Bearbeitungszeit):
https://www.unidue.de/imperia/md/content/zentralespruefungsamt/van-deloo/antrag_verlaengerung_nur_padocx__1_.pdf

This form is in German only. Fill out the 1st part of it (tick the correct box for Herr/Mr. or Frau/Ms., fill in matriculation ID number, tick Master-Studiengang and give the study programs name, write your reason(s) in the box Begründung, write location and date (Ort, Datum) and sign (Unterschrift). Submit the form to the examination office and ask them to pass it on to Prof. Taube as head of the IN-EAST MA examination board. The examination office will inform you about the final decision.
8. The final grade

As soon as both examiners have submitted their evaluations to the examination office, you can see the grade of your final thesis in your performance record in HISinOne.

9. Your MA certificate

Your final MA certificate will be created automatically. As soon as your documents are ready for pick-up, you will be notified by email.

10. Additional notes:

Please check to make sure if the title of your thesis is registered correctly. The title you can see in HISinOne is the basis of your final MA certificate.

The German version of this document is binding. Access German version here (Informationen zur Anmeldung zur Master-Arbeit, at the bottom of the page):

CEAS: https://www.uni-due.de/verwaltung/pruefungswesen/d_cont_ea_studies_startseite.php#Abschlussarbeit

MEAS: https://www.unidue.de/verwaltung/pruefungswesen/d_modern_ea_studies_startseite.php#Abschlussarbeit